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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive
THROUGH: Chief, Administrative Staff
FROM : Chief, Services Division

DATE: 2 December 1949

SUBJECT: Equipment for the [] Project

25X1A2D1

Confirming the discussion in your office on Friday, 2 December 1949, in connection with the implementation of Project [] the following described equipment must be procured for that purpose:

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Quantity	Item	Estimated Cost	Total
1	Paper Cutter, electric, precision, guillotine type blade	\$ 5,000.00	
1	Microtronic Printer, (Enlarger, automatic and repeat, for 22 V. AC three phase 60 cycle, complete unit set up and ready for operation), including tax	16,138.00	
	Photostat Machine, Processing Unit, continuous, Photostat Company Simplex Model 4, or equal, with temperature regulator powers or equal; with six rewind drums, including tax and shipping charges	14,550.00	
	Photo-Electric Trimming Device, including tax	9,669.00	\$45,357.00
	Microfilm Readers, 35 MM	4,200.00	
	Dictating Machines	2,250.00	6,450.00
Estimated Grand Total -----			\$51,807.00

As indicated, the first four items will be charged to the Reproduction Branch Allotment Account and the last two items to the OCD Allotment Account.

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APPROVED: []

DEC 12 1949

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1cc: Management Officer
Chief, Administrative Staff
Budget Officer

1 cc: Chief, Services
Acting Chief, Supply Branch

Executive Assistant Director, OCD

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